

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI  
MAYOR

OFFICE OF  
CITY CLERK  
ADMINISTRATIVE SERVICES  
ROOM 524, 200 N. SPRING STREET  
LOS ANGELES, CALIFORNIA 90012  
(213) 978-1099  
FAX: (213) 978-1130  
TDD/TTY (213) 978-1132

MIRANDA PASTER  
ACTING DIVISION HEAD

November 1, 2013

Ms. Kerry Morrison, Executive Director  
Hollywood Entertainment District BID  
1680 Vine Street, Suite 414  
Hollywood, California 90028

**Re: Reminder for 2014 Annual Planning Report -- Hollywood Entertainment Property-based District**

Dear Ms. Morrison,

This letter serves as a reminder that the 2014 fiscal year Annual Planning Report is due on December 1, 2013. This report is a requirement of your contract with the City of Los Angeles and is also a requirement of the California State Streets and Highways Code, Section 36650.

The 2014 Annual Planning Report must contain the following information pertaining to the 2014 fiscal year: 1) proposed changes to the boundaries and/or benefit zones, 2) proposed improvements and activities, 3) estimated cost of the programs and services, 4) method and basis of levying the assessments, 5) amount of surplus revenues from 2013, 6) amount of anticipated contributions, and 7) approval date of the 2014 budget/report by the Board. Attached to this letter is an example of a report which meets all of the above requirements.

Please note that the 2014 Annual Planning Report *must* be approved by City Council pursuant to State Law. If your 2014 Annual Planning Report requires revisions to meet State Law requirements, and you fail to make those revisions in a timely manner, pending disbursements of District revenues may be withheld for non-compliance.

If you have any questions regarding your 2014 Annual Planning Report, please contact your assigned B.I.D. analyst, Rick Scott, at (213) 978-1121.

Sincerely,

A handwritten signature in black ink, appearing to read "Miranda Paster".

Miranda Paster, Acting Chief  
Administrative Services Division  
Office of the City Clerk

Attachment

MCP:RMH:rks

cc: Honorable Mitch O'Farrell, Councilmember, District 13

JUNE LAGMAY  
CITY CLERK

HOLLY L. WOLCOTT  
EXECUTIVE OFFICER

CITY OF LOS ANGELES  
CALIFORNIA



ANTONIO R. VILLARAIGOSA  
MAYOR

OFFICE OF  
CITY CLERK  
ADMINISTRATIVE SERVICES  
ROOM 224, 200 N. SPRING STREET  
LOS ANGELES, CALIFORNIA 90012  
(213) 978-1099  
FAX: (213) 978-1130  
TDD/TTY (213) 978-1132

MIRANDA C. PASTER  
ACTING DIVISION HEAD

May 15, 2013

Ms. Kerry Morrison, Executive Director  
Hollywood Entertainment District BID  
1680 Vine Street, Suite 414  
Hollywood, California 90028

**RE: SUBMISSION OF BUSINESS IMPROVEMENT DISTRICT (BID) PROPERTY ASSESSMENT DATABASE FOR THE 2014 ASSESSMENT YEAR**

Dear BID Director:

In order to ensure the timely placement of the property assessment data on the County of Los Angeles property tax rolls, please submit your BID's property assessment data to our Office no later than **Monday, June 3, 2013**.

The BID's property assessment database must be formatted according to the three-column format as shown on the attached sample using Microsoft Excel. Do not total the columns. Government owned parcels (if any) are to be included in the same Excel file as non-government owned parcels and in the same manner, but should be placed on a separate sheet.

**Note that the formatting has no totals, no currency formatting, no dashes in the parcels numbers, and the agency account number is listed just once at the top of the sheet.** Please transmit the final database via email to the City Clerk Office's Technical Research Supervisor, Dennis Rader at [Dennis.Rader@lacity.org](mailto:Dennis.Rader@lacity.org).

The BID's property assessment database must be submitted even if there will be no changes for the 2014 assessment year. If your BID's Management District Plan allows for an annual assessment increase and the BID's Board of Directors has authorized an increase, please submit a copy of the Board's authorization along with the BID's property assessment database.

If you have any questions, please contact our Office at (213) 978-1099.

Sincerely,

A handwritten signature in black ink.

Miranda Paster, Acting Division Head  
Administrative Services Division

MCP:RMH:rks

Attachment

City of Los Angeles  
CALIFORNIA

HOLLY L. WOLCOTT  
EXECUTIVE OFFICER



ANTONIO R. VILLARAIGOSA  
MAYOR

ADMINISTRATIVE SERVICES

SPECIAL ASSESSMENTS SECTION

200 N. SPRING STREET, ROOM 224  
LOS ANGELES, CA 90012  
TEL: (213) 978-1099  
FAX: (213) 978-1130

MIRANDA PASTER  
ACTING CHIEF

February 16, 2012

Ms. Kerry Morrison, Executive Director  
Hollywood Entertainment District Business Improvement District  
1680 Vine Street, Suite 414  
Hollywood, CA 90028

Dear Ms. Morrison,

A review of our records indicates that the following reports/statements have not been provided to our office:

- |                                     |   |                   |
|-------------------------------------|---|-------------------|
| <input type="checkbox"/>            | Annual Report                                     | Due Date:         |
| <input type="checkbox"/>            | Reviewed/Compiled Annual Financial Report.        | Due Date:         |
| <input type="checkbox"/>            | 1 <sup>st</sup> Quarterly Report.                 | Due Date:         |
| <input type="checkbox"/>            | 2 <sup>nd</sup> Quarterly Report.                 | Due Date:         |
| <input type="checkbox"/>            | 3 <sup>rd</sup> Quarterly Report.                 | Due Date:         |
| <input checked="" type="checkbox"/> | 2011 4 <sup>th</sup> Quarterly Report             | Due Date: 1/31/12 |
| <input type="checkbox"/>            | Board of Directors / Officers Liability Insurance | Exp. Date:        |
| <input type="checkbox"/>            | General Liability Insurance                       | Exp. Date:        |
| <input type="checkbox"/>            | Business Tax Registration Certificate             | BTRC #:           |
| <input type="checkbox"/>            | Other: _____                                      | Due Date:         |

Please forward the applicable report(s) to the address listed below:

Office of the City Clerk  
Administrative Services Division  
Special Assessments Section  
200 North Spring Street, Room 224  
Los Angeles, California 90012

As outlined in Contract No. C-114993, it is the responsibility of the BID to ensure all reporting requirements are met. Please understand that we are unable to process payments until all contract terms are met.

If you have any questions, please contact Rick Scott at (213) 978-1121.

Sincerely,

Miranda Paster, Acting Division Head  
Administrative Services Division

MP:RMH:PM:rks

c: Honorable Eric Garcetti, Councilmember, District 13